

Transportation for Community Employment/Volunteerism

Service Definition (Scope):

Transportation for Community Employment/Volunteerism services is provided to support the individual in meeting community integration goals as outlined within the Person Centered Plan (PCP) and Individualized Support Plan (ISP). Community employment is defined as full or part-time work at minimum wage or higher, with wages and benefits similar to those without disabilities performing the same work, and fully integrated with coworkers without disabilities. This service is limited to transporting participants to and from scheduled community work or community volunteer positions or to transport community employment/volunteer specific interviews or orientations.

These services shall support the person by teaching independent living skills including access to and use of community resources such as instruction in using public transportation.

For participants, transportation is available through this service only after all natural supports are exhausted. Natural supports may include friends, family, community members, and/or coworkers. The use of natural and non-paid supports is the preferred option whenever possible and should be documented in the ISP.

Transportation for Community Employment is offered in addition to medical transportation as required under 42 CFR §431.53 and transportation services under the State plan, defined at 42 CFR §440.170(a) and does not replace them.

Transportation for Community Employment Services Exclusions

The following services will not be paid for by Transportation for Community Employment services

- Transportation for students through grade 12 during the school year or during an extended school year for Local Education Agency (LEA) or Individualized Education Program (IEP) activities
- Non-Medical Transportation services
- Services provided under the Medicaid State Plan

Specify applicable limits on the amount, frequency, or duration of this service:

- Transportation in a private, commercial, or public transit vehicle that is not specially equipped is reimbursable up to \$2,500 per participant per plan year.
- Transportation in a private, commercial, or public transit vehicle specially designed to accommodate wheelchairs is reimbursable up to \$5,000 per participant per plan year.
- Transportation in a vehicle specially designed to accommodate a participant who for medical reasons must remain prone during transportation is reimbursable up to \$7,500 per participant per plan year.

Provider Specifications:

- Individual Drivers that possess a valid driver's license as defined by the Indiana Bureau of Motor Vehicles unless the vehicle requires another class of license, or any allowable other State License as defined by the Indiana Division of Disability and Rehabilitative Services (DDRS) Medical Assistance Policy. The driver's license must be appropriate for the type of vehicle being used to transport the waiver participant.
- Transportation brokers who provide commercial carrier services to the community at large (i.e. City Bus)
- Individual Drivers and Agency Providers must have insurance equal to or greater than Mandatory insurance requirements
- Drivers must be 18 or older and have the required training and skills needed to work with waiver service recipients

Documentation Standards:

Service Notes: A service note shall include multiple discrete services as long as discrete services are clearly identified. A service note entry for this service shall be part of a comprehensive daily note with other services recorded, as long it is clearly separated from other services in the note.

A service note must include:

- Individual/Participant name
- Date of Service
- Time of Service
- Provider rendering service
- Pick up point and destination

If contract transportation is utilized, contractor must provide log and invoice support that includes the same information as above.

If public transit/bus passes or alternative methods of transportation are utilized, invoices and attendance logs must support days for which trips are billed to the waiver